

THE RIGHT TO INFORMATION ACT 2005  
APPLICATION FOR OBTAINING INFORMATION

Date:

By speed Post AD

FILE NO.: \_\_\_\_\_ YEAR: \_\_\_\_\_

To,  
Central Public Information Officer  
Regional Passport Office,  
\_\_\_\_\_

Place \_\_\_\_\_

1. Name of the applicant:
2. Full address [with phone No.]:
3. Particulars of information required:  
as per enclosed list.
4. Details of payment of filing fees:

Indian Postal Order No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs.10/- favouring  
"Regional Passport Officer" [payable at place of submitting application] is  
enclosed.

OR

photocopy of my BPL card/certificate is enclosed for exemption from fees.

5. Details of enclosures if any:

Photocopy of application dated \_\_\_\_\_ for issue/renewal of passport.

6. Please rush the information to me by speed/registered post.

Signature of Applicant  
\_\_\_\_\_

List of information requested by \_\_\_\_\_ under RTI

ACT 2005. Application dated \_\_\_\_\_ pertaining to his file no.

\_\_\_\_\_ and year \_\_\_\_\_ for issue/renewal of passport.

1. Daily progress made on my application till date of your reply.
2. Names, designations and office addresses of the officials with whom my application was lying during this period and date wise period with each official and action taken by him/her.
3. Please give evidence of receipt and dispatch of my application in the offices of each of these officials.
4. Please inform me, according to your rules or citizens charter or any other order, number of days in which such a matter should have been dealt with and resolved. Please also provide a copy of these rules.
5. As the officials have not adhered to the time limit mentioned in rules and are guilty of violating these rules please give a copy of their conduct rules and details of action taken by the RPO against erring officials.
6. In case no action has been initiated for dereliction of duties against erring officials, the reasons be made known to me.
7. Please inform me name of the police station/dept to whom application was referred for police verification with outward number, date of dispatch and date when reply was received by you. Photocopy of letter addressed to police for verification and proof of mailing be submitted to me.
8. Please let me know when I am likely to receive my passport.
9. Please inform me days taken by your office in issuing/renewing passports in last 25 applications excluding days required for police verification.
10. Please inform me number of complaints for delay in issuing/renewing passports were received against your office in last one year or last financial year.

Signature of Applicant